

程序代写代做 CS编程辅导

ISYS9004 Professional IS Consulting



Seminar 7  
WeChat: cstutorcs  
Professional Advice  
Assignment Project Exam Help  
Report Writing  
Email: [tutorcs@163.com](mailto:tutorcs@163.com)

QQ: 749389476

<https://tutorcs.com>

Dr Rod Dilnutt

# Tonight's Agenda

程序代写代做 CS编程辅导



Define and understand consulting communication techniques

- ▶ Report writing

- ▶ Meeting **WeChat: cstutorcs**

- ▶ Interviews

- ▶ Workshops **Assignment Project Exam Help**

**Email: [tutorcs@163.com](mailto:tutorcs@163.com)**

**QQ: 749389476**

**<https://tutorcs.com>**

程序代写代做 CS编程辅导



WeChat: cstutores

Report writing

Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

Christina Parkes and Piya Shedden

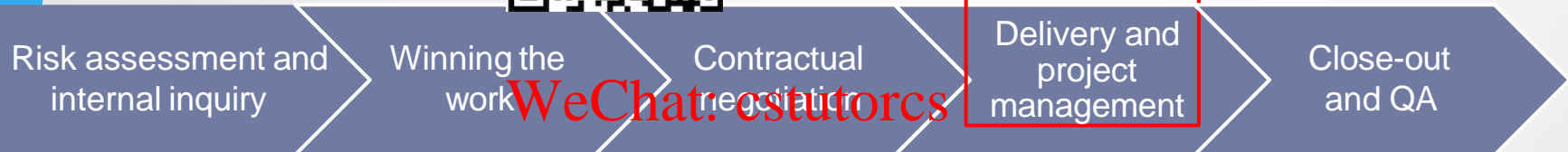
QQ: 749389476

<https://tutorcs.com>

# Engagement Lifecycle

程序代写代做 CS编程辅导

How is work won and performed in consultancies?



Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

Tonight's content

QQ: 749389476

<https://tutorcs.com>

# Reporting

程序代写代做 CS编程辅导

We perform a lot of r

- ▶ Shorter status
- ▶ Requirements
- ▶ Design
- ▶ Development
- ▶ Testing



WeChat: cstutorcs

Reporting is key for

- ▶ gap analyses
- ▶ feasibility studies
- ▶ internal audits

Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

Reports are often:

QQ: 749389476

- ▶ The one tangible thing the client will have from you when you leave
- ▶ Is your set of answers to the problem being solved
- ▶ Could be the starting point for transforming your client.

<https://tutorcs.com>

# The basic rule for reports

程序代写代做 CS编程辅导



Put yourself in the customer's shoes:

What do they want?

How much information/ detail do they need?

Are they paying for this?

WeChat: cstutorcs

Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

QQ: 749389476

<https://tutorcs.com>

# A simple report format

程序代写代做 CS编程辅导



1. Executive Summary (1 page)
2. Introduction: State the key questions and the context in which they were asked
3. Your approach: How did you do the work?
4. Answers to key questions
  - ▶ Include reasons and brief summary of alternatives considered
  - ▶ Findings and recommendations
  - ▶ Roadmap?
5. Appendices: interview notes, calculations etc.

WeChat: cstutorcs

Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

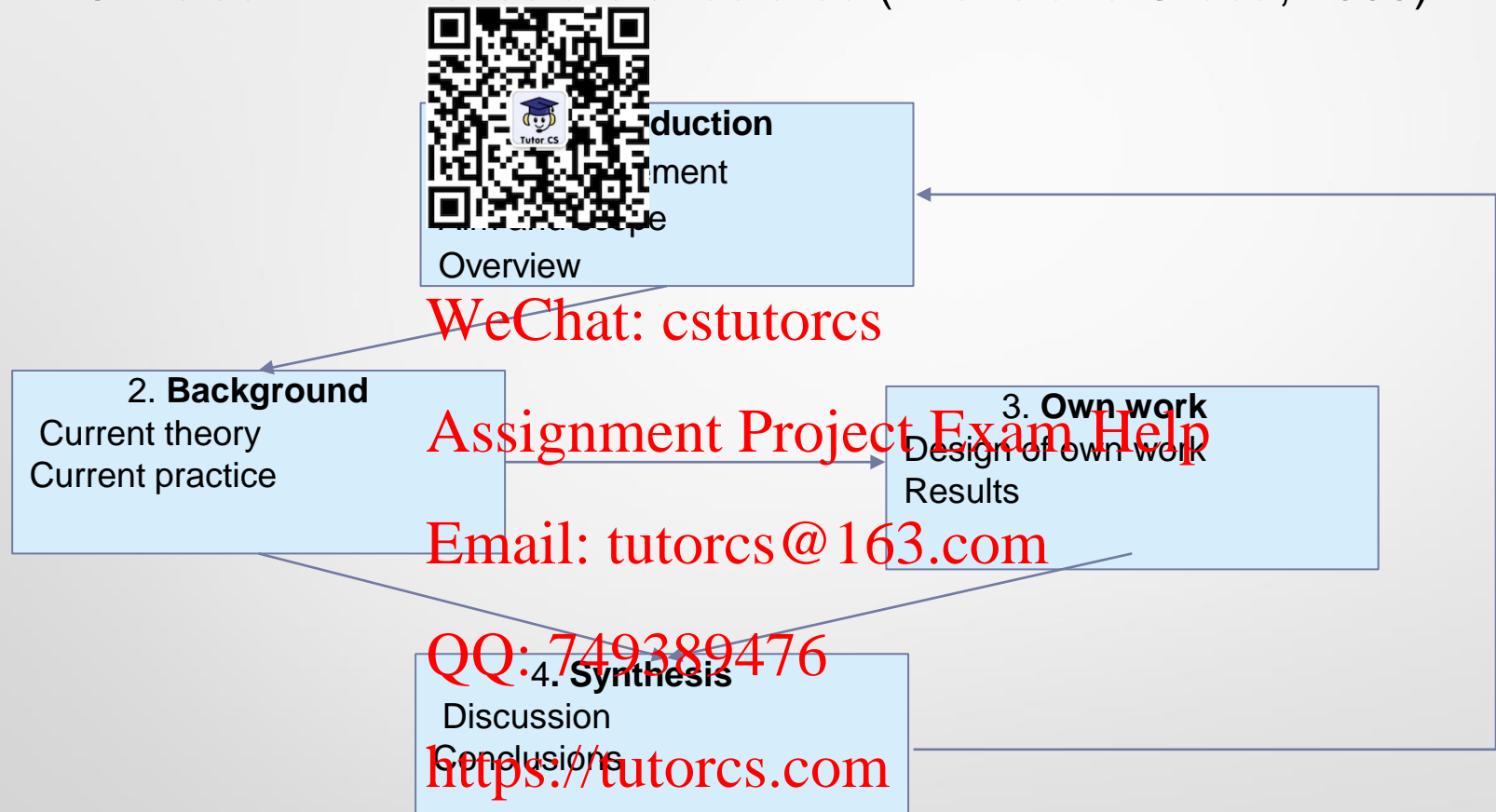
QQ: 749389476

<https://tutorcs.com>

# A simple report format

程序代写代做 CS编程辅导

Consider how theses are structured (Evans and Gruba, 2005)



Source: Evans, D. and Gruba, P. (2005) *How to write a better thesis*, 2<sup>nd</sup> Edition, Melbourne University Press.



# Advice

## 程序代写代做 CS编程辅导

- ✓ Summarise first – verbally:

- ▶ “What are you trying to say?”
- ▶ One sentence
- ▶ Then expand
- ▶ Get feedback from tutor
- ▶ Repeat until satisfied!



WeChat: cstutorcs

- ✓ Write the summary
- ✓ List your key points
- ✓ Organise into a structure
- ✓ Find the best way to communicate each key message (graph, table, words)
- ✓ Write the report
- ✓ Re-write the summary
- ✓ Let it rest for a while
- ✓ Review and re-write

Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

QQ: 749389476

<https://tutorcs.com>

# Advice from the experts

程序代写代做 CS编程辅导



## Your introduction

- ▶ Clearly articulate the problem statement(s)
- ▶ Present your approach to ensure this is achieved
- ▶ Cover off scope (what's in, what's out?)
- ▶ Provide overview of the rest of the structure

WeChat: cstutorcs

## Results, discussion, recommendations

- ▶ Consider your section introductions and concluding statements/ key points – write these down in order. Do they make sense?
- ▶ Acknowledge limitations of your findings through referencing your scope
- ▶ Any results should be mapped against theory/ experience or a core framework (reliability of outcomes).

Assignment Project Exam Help

Email: [tutorcs@163.com](mailto:tutorcs@163.com)

QQ: 749389476

<https://tutorcs.com>

Source: Evans, D. and Gruba, P. (2005) *How to write a better thesis*, 2<sup>nd</sup> Edition, Melbourne University Press.

# Common mistakes in reports

- 程序代写代做 CS编程辅导
- × “What I did in my holidays”
  - × Patronising
  - × Demonstrating
  - × Delivering
  - × Unnecessary effort and expense
  - × Not re-checking the brief
  - × And... problems with expectations
  - × Introducing new material in the conclusion
  - × Having a ‘conclusion’ at all
  - × Overly-complex diagrams, tables, images
  - × Sharing all your thinking
  - × Poor grammar and spelling
  - × Inappropriate content
- WeChat: cstutorcs
- Assignment Project Exam Help
- Email: [tutorcs@163.com](mailto:tutorcs@163.com)
- QQ: 749389476
- <https://tutorcs.com>

# Summary

程序代写代做 CS编程辅导



This seminar has covered the following methods of communicating as a consultant

- Explore structured communication styles
- Define and understand the role of report writing
- Define the role of meetings in consulting
- Identify meeting success factors
- Explore the role of Interviews and workshops

**WeChat: cstutorcs**

**Assignment Project Exam Help**

**Email: tutorcs@163.com**

**QQ: 749389476**

**<https://tutorcs.com>**

# A little rest

程序代码代做 课程辅导



WeChat: cstutores

Assignment Project Exam Help

Email: [tutores@163.com](mailto:tutores@163.com)

QQ: 749389476

<https://tutores.com>

10 mins